

Title: Employment Office Intern

Internship Dates: May through August, start and finish dates are negotiable.

Paid Internship

General Description: The position of Employment Office Intern reports to the Parking & Gates Manager. This position is responsible for providing assistance to the Parking & Gates Manager in the coordination employment office activities.

Responsibilities:

1. Perform basic office duties such as answering telephones and maintaining files.
2. Distribute and collect applications for gates, parking and security positions for the Fair.
3. Assist with the planning and execution of employee recruiting.
4. Complete employee background checks on applicants.
5. Assist with scheduling and executing applicant interviews.
6. Assist in planning and executing employee orientation.

Through mid-July, this position will work up to 40 hours per week. Thereafter, the incumbent must be available to work 10 or more hours per day including mandatory weekends. The incumbent should have strong written and verbal communication skills and must be able to stay through the end of the Fair. The Fair's last day is August 19th.